

The Elk Grove Community Services District Is Seeking A Collaborative, Astute And Experienced General Manager













UNIQUE OPPORTUNITY

Serving the rapidly growing community of Elk Grove in southeastern Sacramento County, the Elk Grove Community Services District (Elk Grove CSD) is seeking a new General Manager to replace the successful incumbent who is retiring following many years of service with the district. The position offers a unique opportunity to lead an established, resourceful and innovative body of local government that ties together two of the area's integral public services – fire and emergency medical services, and parks and recreation services.

THE COMMUNITY

The growth of this Sacramento County community can best be described as "phenomenal". From a small, rural town of approximately 25,000 residents in

1985, over 100,000 people now call Elk Grove home, with this number projected to exceed 150,000 by the year 2015.



Elk Grove

was established in 1850 as a hotel and stage coach stop. Located about 15 miles south of historic Sutter's Fort, Elk Grove became a crossroads for business, entertainment, mail service and agriculture while acting as a home base for gold miners in the region. A close-knit community evolved with a distinctly rural and western lifestyle.

Located in Sacramento County about halfway between Sacramento and Stockton, the community got its start in agriculture, which remains a big part of the area's economy. Add to that technology and professional services, along with commercial and retail enterprises, and you have the perfect blend of urban lifestyle with a small-town atmosphere.

Elk Grove is a family-oriented community diverse in ethnicity, age, and income levels. In addition, the region offers amenities that are attractive to those with an active lifestyle. The Sierra Nevada Mountains, Lake Tahoe, Napa Valley and the Bay Area are just a short drive away and offer an unlimited range of leisure opportunities.

Educational opportunities are plentiful, with the region being home to California State University - Sacramento; University of California at Davis; as well as branches of Golden

Gate
University and
St. Mary's
College. A
local
community
college –
Cosumnes
River College
offers
vocational
training and a
transfer
program to

four-year universities. The Elk Grove Unified School District is the 12th largest school district in California boasting 34 elementary schools, seven middle schools and 8 comprehensive high schools.

The region continues to offer some of the most affordable housing prices in the state. Many new residents have relocated from the San Francisco Bay Area and Southern California to take advantage of the area's

employment opportunities, low housing prices, reasonable cost of living, and competitive salaries. The current median home price for an existing home in

Sacramento County is \$285,000. The current median home price for a new home in the surrounding four-county region is \$387,000.

THE ORGANIZATION

The Flk Grove CSD has been serving the needs of the community since it was established as a special district in 1985. The district was formed as the result of a merger of the former Elk Grove Fire Protection District and the Flk Grove Recreation and Park District. The district encompasses approximately 106 square miles and serves the City of Elk Grove and the neighboring unincorporated community of Franklin. The district is governed by a five-member Board of Directors, elected at large by district residents to four-year staggered terms. The Board, which holds regular meetings twice a month, appoints the General Manager.

The district provides fire protection services including suppression, prevention, inspection, plan checking and public education programs, plus emergency medical services, ambulance transport, advanced life support, and rescue services. The district operates six full-time fire stations and a fire maintenance facility. A state-of-

the-art fire training facility was dedicated in May 2004 at the maintenance facility site.

The Elk Grove CSD provides parks and recreation

programs to district and area residents. Over 70 completed parks and hundreds of miles of landscaped medians and corridors (including more than 480 acres of parkland and greenbelts) are maintained by the district. The district owns and



operates various recreation and community centers offering numerous recreational programs and activities for children and adults. An "Activity Guide" is distributed to over 30,000 homes throughout the area three times a year. The Barbara Morse

Wackford Aquatic/ Community Complex, which includes three pools, community center, teen center.



gymnasium, and skate park is currently under construction with a scheduled opening in September 2004.

Principal district revenues for Fiscal Year 2004-05 are derived from: property tax (38%), recreation fees (6%), in-lieu/state aid (25%) and ambulance/plan check fees (7%).

THE POSITION

Reporting to the Board of Directors, the General Manager is responsible for planning, organizing, directing and coordinating all activities and functions of the district and carrying out related board policies. With a \$52 million total budget (including a \$19.6 million CIP), the General Manager leads a talented and dedicated district work force of 178 full-time and over 100 part-time staff. Direct reports to the General Manager are the Fire Chief, Parks & Recreation Administrator, and Administrative Services Director. Staffing and general fund allocations for fiscal year 2004-05 are as follows: Fire Department— \$22.4 million budget, 125 total staff, including 116 safety personnel; Parks and

Recreation—\$21.3 million budget and 41 total staff; Administrative Services—\$3.3 million budget and 12 staff.

CURRENT ISSUES AND PRIORITIES

District board members have identified the following current issues and priorities that will require the energy and commitment of the new General

Manager:

Growth – The Elk Grove area is one of the fastest-growing communities in the state and region. With the rapid growth comes an increased demand for facilities and services. The Elk Grove CSD owns undeveloped land targeted for a 40-acre sports park. Two new fire stations are planned for the near future to meet the public safety needs of area residents. The General

Manager will lead the district in providing quality programs, facilities and services, while also working collaboratively with local developers to serve the best

interests of the community.

Relationships – The district currently enjoys a positive reputation with community residents and also values having constructive working relationships with various stakeholder

agencies, including the City of Elk Grove, Sacramento County and other entities. These relationships need to be nurtured through open dialogue and solid customer service on the part of district personnel. The new General Manager will play a key role in maintaining these valuable relationships.

Elk Grove Regional Park – In September 2003, the district entered into an agreement with the County of Sacramento to take over the maintenance and operation of the Elk Grove Regional Park. Experiencing a high utilization rate in this 138-acre regional park are amenities such as a lighted softball complex, Strauss Island, and the Pavilion.

IDEAL CANDIDATE

The ideal candidate is an experienced local government chief executive, assistant chief executive or equivalent professional with strong interpersonal skills who is an excellent communicator, instills customer service values in the organization and fosters a system of accountability and teamwork.

Candidates should be thoroughly knowledgeable generalists with superior leadership skills and possess the highest level of personal integrity. He or she will be

collaborative, innovative, energetic, accessible, and financially and politically astute. The General Manager must be an effective spokesperson for the district and welcome interaction with numerous district stakeholders.



Specific qualifications are as follows:

Experience and Education

Substantial experience as a local government chief executive, assistant chief executive or equivalent is expected. A Bachelor's degree in a relevant field is required (Master's degree is desirable). The General Manager must maintain a valid California driver's license and insurability.

Personal Attributes

In addition to the foregoing requirements, district leaders have identified the following additional abilities and skills that the ideal candidate will possess:

- Able to anticipate and solve problems
- Strategic planning experience with the ability to guide an update of the district's master planning process
- Community minded/active with a sensitivity to appropriate interest groups
- Able to carefully evaluate the organization's efficiency and effectiveness as well as keep the district on sound financial footing
- Accessible and responsive to customers/public, the Board and employees
- Ability to effectively represent the district with customers, community groups, support organizations and other private and public entities in order to further district objectives
- Experienced in labor relations; skilled negotiator
- Politically astute, yet not political
- A team builder; committed to developing staff to their fullest potential
- · Customer service oriented
- Skilled in budgeting and financial management

- Calm under pressure; possesses a good sense of humor
- Creative; brings new ideas and is open to those brought by others

COMPENSATION AND BENEFITS

The salary for the General Manager is open and negotiable based on the qualifications of the successful candidate. The district offers a comprehensive benefit package, aspects of which are negotiable with the appointee. Basic features include:

Retirement – PERS 2.5% @ 55, single highest year. District pays employee's contribution.

Health Insurance – District provides medical, dental and vision plan coverage for employee and dependents and also provides retiree health coverage.

Life Insurance – District paid \$50,000 life insurance policy.

Holidays, and Vacation Leave – 14-1/2 paid holidays; vacation leave is negotiable.

Administrative Leave – 10-15 days per year.

Other elements of the district's benefit plan include an Employee Assistance Program and Long-Term Disability. An auto allowance and cellular phone are also included in the compensation package for the General Manager.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

To be considered for this position, please submit a resume and cover letter indicating current salary and the names of three work-related references. Resume should reflect size of budget and staff managed and should



indicate both months **and** years of beginning/ending dates of positions held. Forward your materials to Stuart Satow at:



CPS EXECUTIVE SEARCH 241 Lathrop Way Sacramento, CA 95815 916 / 263-1401 Fax: 916 / 561-7205

Email: <u>resumes@cps.ca.gov</u>
Website: <u>www.cps.ca.gov/search</u>

The final filing date is Monday, August 23, 2004.

Following the filing date, resumes will be screened in relation to the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultants in late August/early September. Candidates appearing best suited for the district will be reported to the Board of Directors. The Board will invite a small number of candidates to be interviewed as finalists in mid to late September. An offer of appointment is anticipated by mid October following reference and background checks, and a final interview(s). For additional information about this excellent opportunity, please contact Stuart Satow or David Harris at CPS Executive Search.

Visit the Elk Grove CSD website at: www.egcsd.ca.gov.